CHESTER LabNet

EFFECTIVE DATE: 11-18-02

Chester LabNet

Standard Operating Procedure
AD-008.03

SAMPLE RECEIPT AND LOG IN
CHESTER LABNET PROPRIETARY METHOD

Approvals:

AUTHOR	11-13-02 DATE
TECHNICAL REVIEWER	11-14-02 DATE
QUALITY ASSURANCE	11/18/02 DATE
LABORATORY SUPERVISOR	11-13-02 DATE

REVIEW HISTORY

Review date:	Changes made:	Changes made by:
11/13/02	Updated formatting. Updated figures. Added sections 7.8 and 7.9 to reflect current practice.	Sheri Heldstab
11/12/01	Updated formatting. Major revision to eliminate conflicts and duplication of information between this SOP and SOP AD-007 (LIMS)	Sheri Heldstab
8/10/00	Updated format and figures. Small changes to Section 7.9.2.	C.R. Lytle
5/24/99	Added Section 7.5.	C.R. Lytle
12/12/95	No changes. Date of origination.	C. R. Lytle

ANNUAL REVIEW

The undersigned attests that this standard operating procedure has undergone annual review for adherence to current practices and the latest QA/QC protocols:

Signature	printed name/title	date

SAMPLE RECEIPT AND LOG IN
CHESTER LABNET PROPRIETARY METHOD

1.0 Scope and Application

1.1 This method applies to the receipt and log in of all samples shipped to Chester LabNet.

2.0 Summary

2.1 Samples are received and inspected for sample container and sample integrity. Chain of Custody forms are checked against shipment contents and signed with the date and time noted on the form. Anomalies are communicated to the client and corrective actions carried out. An analysis request form is filled out and unique laboratory identification numbers are assigned to each sample by the laboratory information management system (LIMS). A worklist for the analysts is prepared and a project file is created which contains all pertinent documents relating to the sample batch. Samples are transferred to the appropriate analyst for preparation or appropriate storage location until analysis can begin.

3.0 Sampling and Storage

3.1 N/A

4.0 Apparatus

4.1 Laboratory Information Management System (LIMS)
4.2 Analysis request forms
4.3 Sample log in forms
4.4 Job file folders (manila folders)
4.5 Thermometer

5.0 Reagents

5.1 N/A

6.0 Calibration/Preparation

6.1 N/A

7.0 Procedure

7.1 Examine the Verified Time of Sample Receipt (VTSR) and sampling date.

7.2 Examine the shipping container for the presence of custody seals. If custody seals are present, examine the integrity of each seal. Retain the bill of lading (air bill) if attached to the exterior of the shipping container.

7.3 Open the shipping container and note the presence/absence of the following items:

- 7.3.1 Bottle for monitoring transit temperature
- 7.3.2 Chain of custody (CoC) form
- 7.3.3 Client sample analysis request (often part of the CoC form)

7.4 If present, immediately take the temperature of the fluid in the transit temperature bottle. Do not remove the bottle from the shipping container. Note the temperature on the CoC form provided with the samples.

7.5 If a temperature bottle is supposed to be present, but is not in the shipping container, place the thermometer into the cooler so that the bulb is at the same level as the samples. Close the cooler lid as far as practical, wait two minutes, then quickly remove the thermometer and read the temperature.

7.6 Note the presence/absence of custody seals and seal condition on the CoC provided with the samples.

7.7 Remove the sample containers and examine for breakage or leakage. Note any problems on the CoC form. Compare the sample ID number and tag number (if present) with those listed on the CoC form. Note any discrepancies on the CoC form. In case of discrepancies, notify the client contact and proceed with any agreed upon corrective actions.

7.8 For stack testing methods only, complete the Source Sample Receipt Checklist (see figure 4)

7.9 For projects requiring a written record that the pertinent steps in the sample receipt process have been followed, a preprinted checklist will be filled out during the sample receipt (see figure 3).

7.9.1 Each step in the procedure will be checked off on the list immediately after that particular step has been accomplished.

7.9.2 Included on the checklist will be the client and project names, date and time of sample receipt, chain of custody form ID number, number and type of samples, and the name and signature of the person receiving the samples.

7.9.3 The signed original checklist is placed in the job file folder and included in the data package sent to the client.

7.10 Sign and date the CoC form. If the samples are from an existing client, proceed to section 7.12

7.11 Initiate the job in the accounting software:

7.11.1 If the samples are from a new client, assign a new client/job identification number in the format X000, where X is the first letter of the client's business name (e.g., C for Chester LabNet), and 000 are ascending numbers to differentiate clients with the same letter (e.g., if Chester LabNet were C001, Crucial Analytical Services would be C002 or some other number).

7.11.2 For all samples, enter the client name, invoicing address, ship to address, contact name and appropriate phone numbers into the accounting software.

7.12 Fill out an Analysis Request form, including the following (see figure 1):

7.12.1 Client name and client/job ID number
7.12.2 Date samples received
7.12.3 Date results are due to the client
7.12.4 Number of samples

7.12.5 Analytes and costs

7.12.6 Purchase order or Project Number

7.13 Log samples into the LIMS as described in Standard Operating Procedure AD-007, Laboratory Informational Management System (LIMS)

7.14 Write the LIMS generated laboratory ID numbers on the analysis request form. Place the completed form in the analysis request book.

7.15 Using the LIMS, print out sample labels and affix to their corresponding samples. For all samples except filters supplied by Chester LabNet, each label will contain the following information:

7.15.1 Client sample number

7.15.2 LIMS generated laboratory sample ID

7.15.3 Client/job ID number

7.15.4 Report number

7.16 Using the LIMS, print out an Analyst Worklist, and place the worklist in the appropriate worklist folder in the lab. (See figure 2). Note that for XRF analysis run sheets are used in lieu of worklists. The XRF run sheets contain 15 sample IDs or less (usually 10) and the corresponding deposit mass and area.

7.17 Transfer the samples to the appropriate area (e.g., weighroom for equilibration, refrigerator/freezer or sample staging area in the lab)

7.18 Prepare a job file folder, labeling the folder with the client name and ID number and the report number. Place the completed chain of custody form and all other pertinent documents (e.g., air bills, telephone contact sheets etc) in the folder. Place the folder in the work-in-progress queue.

8.0 QA/QC

8.1 Sample Receipt Checklist.

8.1.1 Frequency: once per sample receipt batch requiring a checklist

8.1.2 QC statistic: completed worklist

8.1.3 Corrective action: contact client for any discrepancies or errors. Note corrective actions at the bottom of the checklist.

9.0 Calculations

9.1 N/A

10.0 References

10.1 U.S. EPA. 1978 (revised 1983). National Enforcement Investigation Center (NEIC) Policies and Procedures. U.S. Environmental Protection Agency, Office of Legal and Enforcement Counsel, Denver, CO.

10.2 U.S. EPA. 1979. Handbook for Analytical Quality Control in Water and Wastewater Laboratories. EPA-600/4-79-019. U.S. Environmental Protection Agency, Environmental Monitoring and Support Laboratory, Cincinnati, OH.

11.0 Analyst Notes

11.1 N/A

Laboratory Analysis Request Form

Client: Project Number:

Number of samples: Report Number:

Date Received: Date Due:

Sample Type:

LabNet ID's:

Gravimetry

#	Test	Price
	Gross Weight	

XRF

#	Protocol	Price

Specialty Tests

#	Test	Price
	Resuspension	
	HF Digestion	
	Extraction	

Carbon Analysis

#	Test	Price	Worklist #
	OC/EC		

Conventional Analysis

#	Test	Price	Worklist #	Analytes
	GFAA			
	ICP			
	IC Anions			
	IC Cations			
	CVAA			Hg
	UV-VIS			Cr VI

Notes:

Total Price per Sample: $ Invoice Date:

Purchase Order No: Invoice #

Figure 1. Example Analysis Request Form

ICP Worklist Number: 9749 Date Requested: 11/ 6/02

Client: A005 (Client Name)

Report #: 02-270

	Lab ID	Analyte	Results in ug/L		
1.	kv:ICV			Expected	% Recovery
		Pb	_____	_____	_____
2.	bl:ICB				
		Pb	_____		
3.	bl:Prep_Blk				
		Pb	_____		
4.	bl:Meth_Blk				
		Pb	_____		
5.	Spike of _____			Spk Amount	Spike Rec.
		Pb	_____	_____	_____
6.	02-T11920 0211055A/B-01	Pb	_____		
7.	Dup of _____			Difference	RPD
		Pb	_____	_____	_____
8.	02-T11932 0211055A/B-03	Pb	_____		
9.	Spike of _____			Spk Amount	Spike Rec.
		Pb	_____	_____	_____
10.	02-T11935 0211010-07A	Pb	_____		
11.	02-T11936 0211055A/B-05	Pb	_____		
12.	02-T11942 0211010-05A	Pb	_____		
13.	02-T11943 0210726-05A	Pb	_____		
14.	kv:CCV			Expected	% Recovery
		Pb	_____	_____	_____
15.	bl:CCB				
		Pb	_____		

Figure 2. Example Analyst Worklist

CHESTER LABNET
SAMPLE RECEIPT CHECKLIST

Client Rocky Mountain Arsenal Date _____

SDG _____ Time _____

Samples _____ Matrix _____

Chain of Custody Form Number(s) _____

Custody Seals Inspected, If Present	☐
Transit Temperature Bottle Inspected, If Present	☐
Temperature Taken	☐
Chain-of-Custody Form Inspected	☐
Has Form Been Signed?	☐
Have Date and Time Custody Released Been Noted on Form?	☐
Condition of Custody Seals Noted	☐
Transit Temperature Noted	☐
All Sample Containers Inspected	☐
Does Number of Samples Match Number on COC Form?	☐
Do All Sample ID Numbers Match Those on the COC Form?	☐
Are the Sample Containers Intact?	☐
Chain-of-Custody Form Signed and Dated	☐
Corrective Actions	
Client Contacted Due to Mismatching Sample ID Numbers	☐
Client Contacted Due to Broken Sample Container(s)	☐
Client Contacted Due to Leaking Sample Container(s)	☐
Corrective Actions Documented on Phone Contact Sheet	☐
Corrective Actions Accomplished	☐
Phone Contact Sheet Placed in Job File Folder	☐

Signed _____

Notes _____

Figure 3. Example Sample Receipt Checklist

CHESTER LABNET
SOURCE SAMPLE RECEIPT CHECKLIST

Client _____ Date _____

Runs _____ Time _____

Custody Seals Inspected, If Present	☐	
Chain-of-Custody Form Inspected	☐	
CoC present with samples?	☐	*
CoC indicate analytical methodology to be used? (eg M29 etc)	☐	!!
CoC indicate if compliance testing? (esp. M26)	☐	!!
M26 samples have Thiosulfate added in field?	☐	!!
M29 indicate FH/BH separate or combined?	☐	!!
Has Form Been Signed?	☐	
Have Date and Time Custody Released Been Noted on Form?	☐	
All Sample Containers Inspected	☐	
Does Number of Samples Match Number on CoC Form?	☐	!!
Do All Sample ID Numbers Match Those on the CoC Form?	☐	!!
Did client mark sample volumes prior to shipment?	☐	*
If required by method, did client vent samples prior to shipment?	☐	
Are the Sample Containers Intact?	☐	!!
Are signs of leakage present?	☐	*
Chain-of-Custody Form Signed and Dated by CLN	☐	
Corrective Actions		
Client Contacted Due to Mismatching Sample ID Numbers	☐	
Client Contacted Due to Broken Sample Container(s)	☐	
Client Contacted Due to Leaking Sample Container(s)	☐	
Client contacted for verification of methodology?	☐	
Corrective Actions Documented?	☐	
Corrective Actions Accomplished?	☐	

*Items marked !! shall be addressed **prior to any analytical work being started**.*
*Items marked * shall be **noted in case narrative** upon reporting of results to client.*

Signed _____

Notes _____

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Figure 4. Example Source Sample Receipt Checklist